

PRS Newsflash
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Instructions for Reporting Conservation Nutrient Management Plans (CNMP 100)

With reference to *National Bulletin NB.300-8-1, LTP - Environmental Quality Incentives Program - Incentive Payments for Writing Comprehensive Nutrient Management Plans*, the following guidance document should be used when reporting CNMPs 100 in FY2008:

The “CNMPs Written” data entry screen is now available on the PRS menu for FY2008. With one exception, the screen is the same as the FY2007 data entry screen. The new field in this screen is entitled “Project Name”. The intent of this field is to aid the user in identifying which projects have been reported. Users may enter connotative data such as customer name, conservation plan name, etc. into this free form text field.

Please note, CNMPs Written and Applied are reported as a number (no.). With very few exceptions, the reporting amount should be one (1).

Guidance for Reporting CNMPs (100) Written

Field personnel should enter a “CNMP Written” record in PRS using the “CNMPs Written” data entry screen located under “Field Level Measures” heading on the Data Entry Menu. Report each CNMP plan written where at least one practice is reported as planned in the current fiscal year in either Toolkit or PRS. CNMP written plans that are cost shared through EQIP may be certified and paid through ProTracts *but the CNMP should only be reported through PRS or Toolkit*. Remember, reporting CNMPs Written is a two-step process and also requires that the user populate the “CNMPs Written” data entry screen with the appropriate program used in planning the CNMP.

If a CNMP written plan is inadvertently reported to PRS through ProTracts, the CNMP will be incorrectly reported as applied in PRS when, in actuality, it has only been written. The following process will correct this reporting error:

- 1) In PRS bring in the appropriate conservation plan, display the practices, and click on the CNMP practice name link. That will open the Add Practice window where you see the CNMP written plan has been reported as applied.

2) Delete the applied amount and the reported applied amount in PRS, and re-report the practice.

3) Report the CNMP as planned in either PRS or Toolkit. Then enter a CNMP written record in PRS using the “CNMPs Written” data entry screen to accurately capture the CNMP written plan.

Guidance for CNMPs (100) Applied

Field personnel should enter a CNMP (100) Applied using PRS or ToolKit after all required component practices in the CNMP plan have been applied and at least one of these practices was applied in the current fiscal year.

Contact prs@nrcs.usda.gov for questions on reviewing PRS reports or data.

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